

Find and Apply with Grants.gov

Grants.gov Contact Center 1-800-518-4726

support@grants.gov

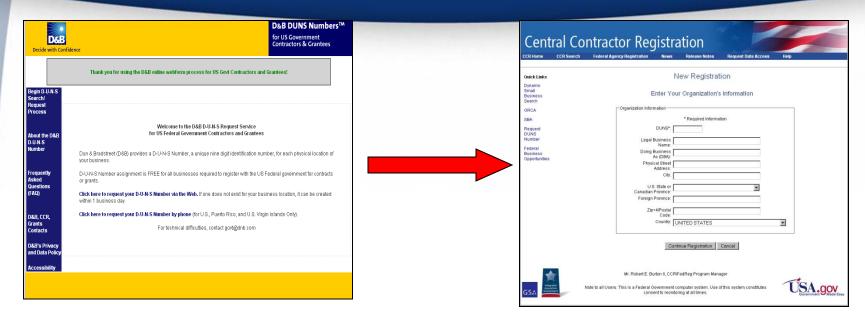
iPortal: http://grants.gov/iportal



Getting Registered

Get Registered Dun & Bradstreet (DNB) and the Central Contractor Registration (CCR)





- Register with Dun & Bradstreet at http://www.dnb.com
- Requires TIN from IRS and organization information
- You will be issued a DUNS number
- •Takes 3 5 business days

- Upon receipt use the DUNS to register with the Central Contractor Registration (CCR) at http://www.ccr.gov
- •CCR registrations must be renewed annually by applicant organizations
- •Establish the following:
 - •eBIZ POC Individual oversees all activities for organization within Grants.gov and grants permissions to Authorized Organization Representatives
 - MPIN Marketing Partner Identification Number
- •Takes 3 5 business days

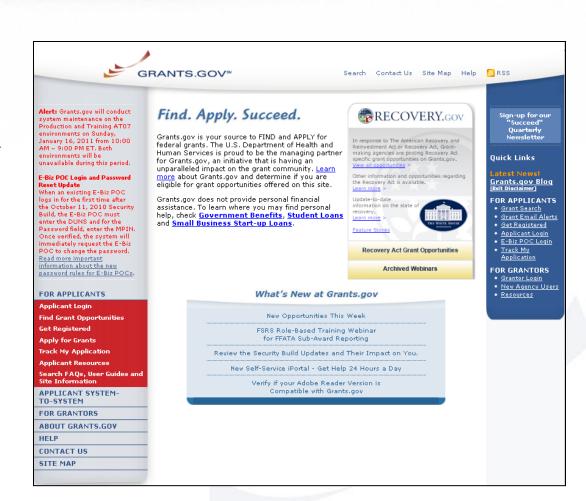
Get Registered - CCR & Grants.gov





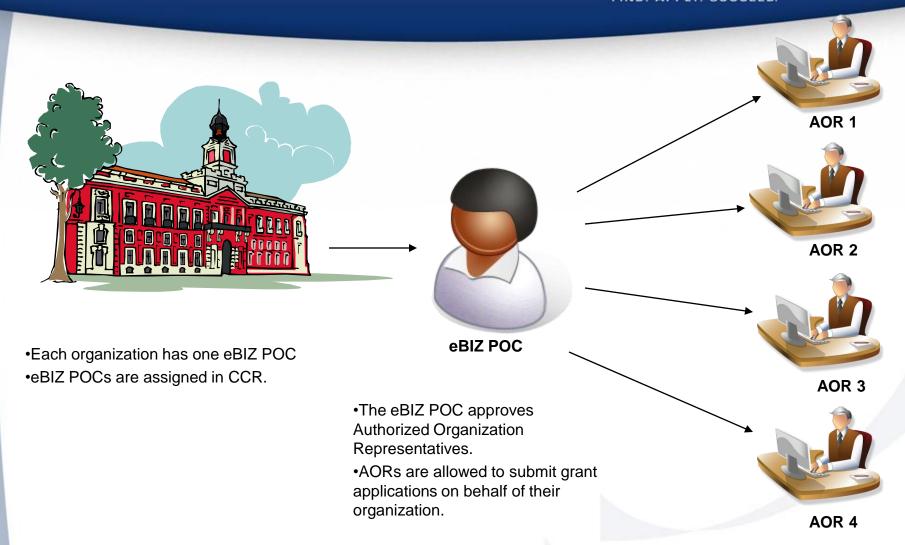


- Organization data, eBIZ POC information, and MPIN are electronically transferred from CCR to Grants.gov.
- •The organization is set up in Grants.gov and individuals within the organization are now able to register with Grants.gov



Get Registered -About the eBiz Point of Contact and AORs



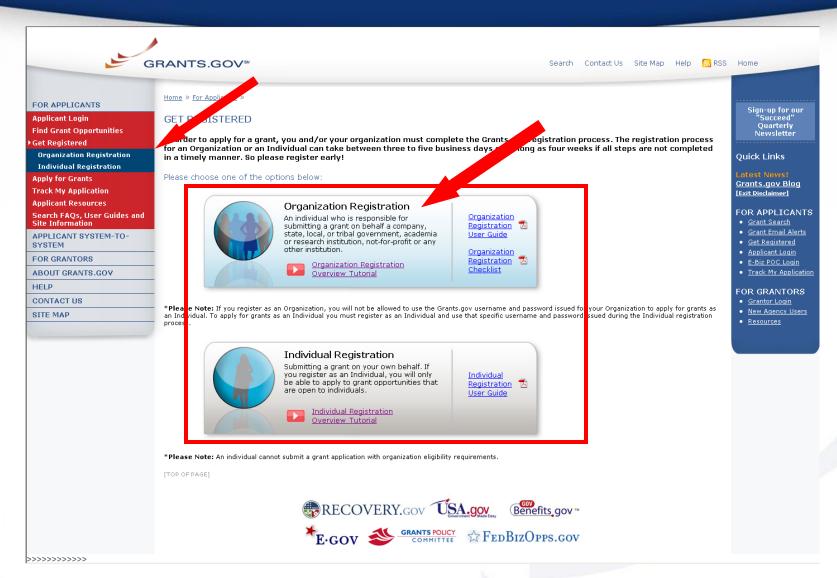


One organization can have MANY AORs

Get Registered -

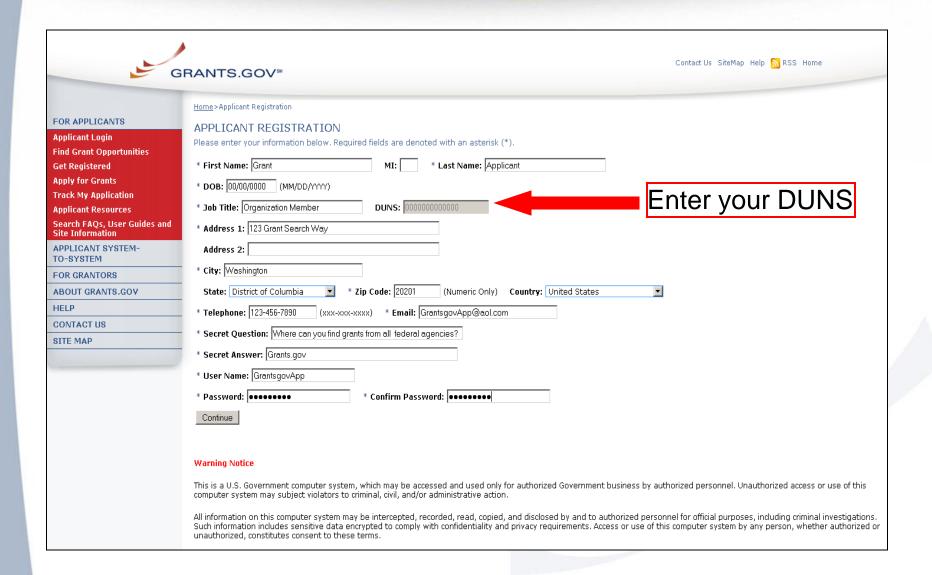
Registering with Grants.gov to be an AOR





Get Registered - Enter your Registration Information





Get Registered -Organization Registration Confirmation FIND. APPLY. SUCCEED.





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FOR APPLICANTS

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APPLICANT REGISTRATION

Grant

Please review the information entered below. If you would like to make changes, click the Edit button on the bottom of the page. If the data entered is correct, please click the Submit button on the bottom of the page.

First Name:

MI:

Last Name: DOB:

Applicant | 01/01/2001

Job Title:

Organization Member

DUNS:

Address 1: 123 Grant Search Way

Address 2:

City: Washington District of Columbia State:

Zip Code:

20201

Country: Telephone: United States 123-456-7890

Email:

GrantsgovApp@aol.com Secret Question: Where can you find grants from all federal agencies?

Secret Answer: Grants.gov User Name: GrantsgovApp

Submit

Warning Notice

This is a U.S. Government computer system, which may be accessed and used only for authorized Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

All information on this computer system may be intercepted, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including criminal investigations. Such information includes sensitive data encrypted to comply with confidentiality and privacy requirements. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Get Registered — Completing Your Registration



AOR Authorization by your eBIZ POC

- The eBiz POC at your organization will receive an email notifying him/her of your registration.
- The eBiz POC must login to Grants.gov to confirm you as an AOR.
- You will be unable to submit a grant application unless you are confirmed as an AOR by your eBiz POC.

Track AOR Status

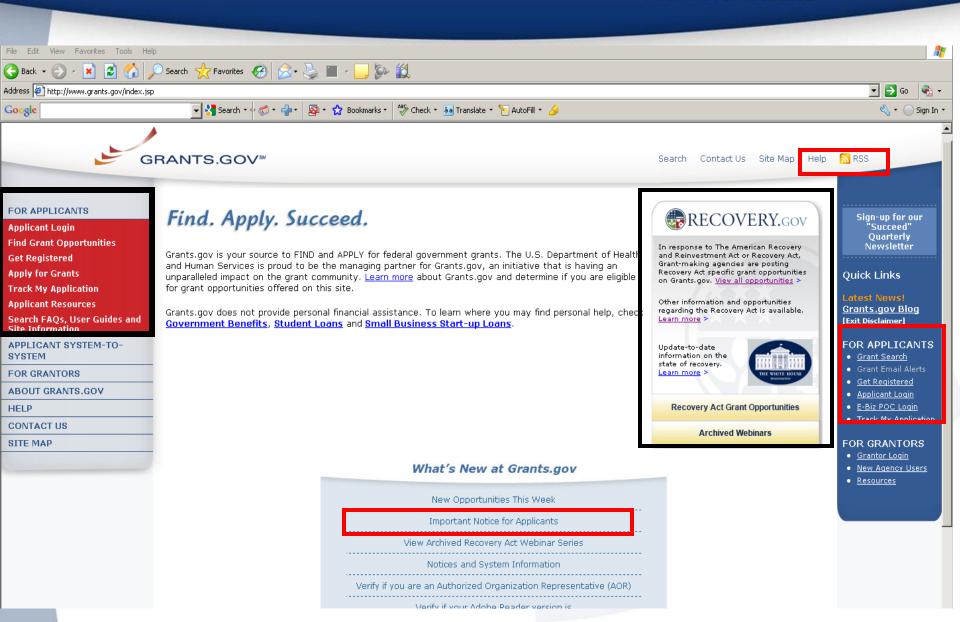
- At any time, you can track your AOR status by logging in with your username and password.
- You will receive a confirmation email notifying you that you've been authorized as an AOR for your organization.



Navigating Grants.gov

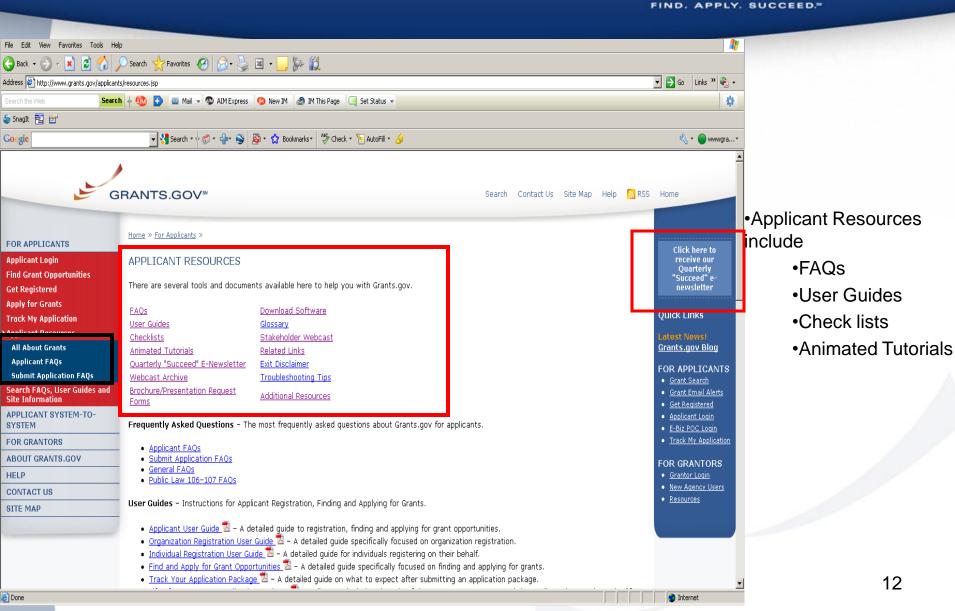
Grants.gov Homepage





Applicant Resources





E-mail Notifications and RSS Feed





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SUBSCRIPTIONS

Subscribe now and receive notifications of new grant opportunity postings and updates on Grants.gov. You do not need to be a registered user of Grants.gov to sign-up for this service.

New! Grants.gov RSS Feed

Stay informed about new and updated grant opportunities. Once you see all of the benefits of receiving the Grants.gov RSS feed, you may want to discontinue your email notification subscription. Click here to unsubscribe from the email notifications.

Grants.gov Updates

Receive updated information about critical issues, new tips for users and other time sensitive updates as information is available. To unsubscribe from this update you will need to follow the instructions provided in the bottom of the email.

All Grants Notices

Receive daily notification of all new grant opportunities.

O Notices Based on Advanced Criteria

Select notifications based on specific criteria such as funding instrument type, eligibility or sub-agency.

Notices Based on Funding Opportunity Number

Select this option to receive notifications based on Funding Opportunity Number (FON). A FON is a number that a federal agency assigns to its grant announcement.

Unsubscribe from Grant Notices

Click on the Unsubscribe from Grant Notices link above to unsubscribe from the email notifications. If you receive an error message when you attempt to unsubscribe please send an email to support@grants.gov. To remove one or more subscriptions please include the email(s) in the message. In the subject line please include "Unsubscribe".

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Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

Grants.gov Blog

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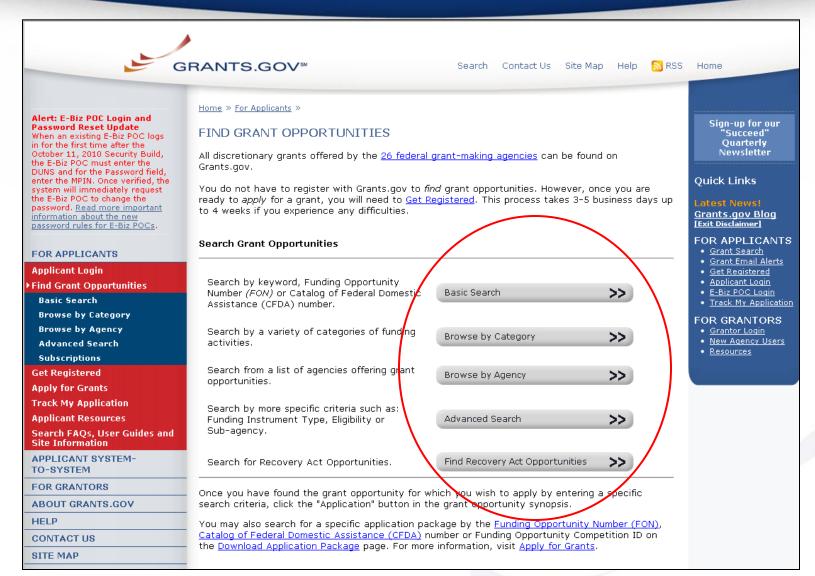
- · Grant Search
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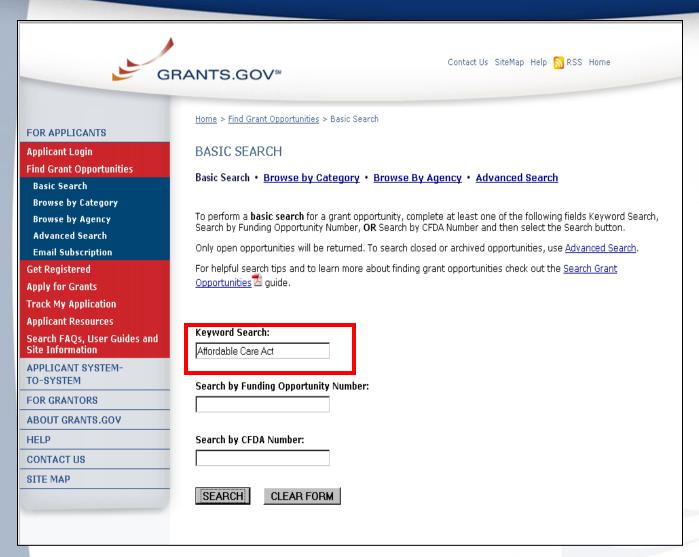
Find Grant Opportunities





Find - Basic Search

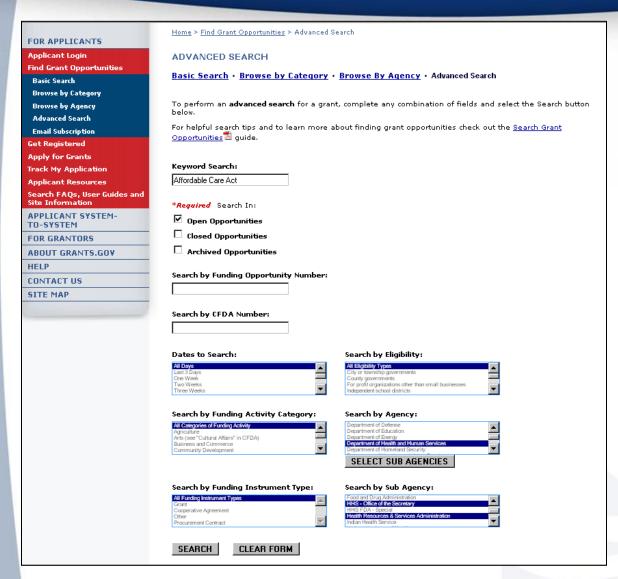




- •Search for grants by:
 - Keyword
 - Funding Opportunity Number, or
 - CFDA Number.

Find – Advanced Search





- •Search for grants by adding more criteria including, but not limited to:
 - •Funding Agency (e.g. HHS, EPA, Education, DHS, etc)
 - •Eligibility (type of organization; e.g., state or local governments, non-profits, tribal, universities, etc.)
 - •Category (e.g., health, environment, housing, etc
 - Date ranges

Search Results





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Search Results

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

New Search

Sort: Open Date, Descending

Sort by Close Date Sort by Relevance

Results 1 - 2 of 2

<u>Open</u> <u>Date</u>	Opportunity Title		Funding Number
		Ofc of Consumer Information & Insurance Oversight	PR-PRP-11-001
01/07/2011		Health Resources & Services Administration	HRSA-11-021

Results Page: 1

New Search

Synopsis





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Affordable Care Act - Health Center Planning Grants

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis



Synopsis

Full Announcement

Application

The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of **01/07/2011**. If updates have been made to the opportunity synopsis, update information is provided below the synopsis.

If you would like to receive notifications of changes to the grant opportunity click <u>send me change</u> <u>notification emails</u>. The only thing you need to provide for this service is your email address. No other information is requested.

Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document.

Description of Modification

Attach application package and funding opportunity announcement.

Document Type: Modification to Previous Grants Notice

Funding Opportunity Number: HRSA-11-021 Opportunity Category: Discretionary Posted Date: Jan 07, 2011 Creation Date: Jan 07, 2011 Original Closing Date for Applications: Mar 18, 2011 Current Closing Date for Applications: Mar 18, 2011 Archive Date: May 17, 2011 Funding Instrument Type: Grant Category of Funding Activity: Health

Category Explanation:

Expected Number of Awards: 125
Estimated Total Program Funding: \$10,000,000

Award Ceiling:

Award Floor:

CFDA Number(s): 93.527 -- Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center Program

Cost Sharing or Matching Requirement: No

•The Synopsis contains high level information about the funding opportunity such as:

- Funding Opportunity Number
- Open/Close date
- Program Funding Amount
- Number of Awards
- Program ContactInformation

Download the Application Package and Instructions - 1





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Affordable Care Act - Health Center Planning Grants

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Synopsis

Full Announcement

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Award Ceiling:

Award Floor:

CFDA Number(s): 93.527 -- Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center Program

Cost Sharing or Matching Requirement: No

•Click on the Application Tab in order to download the Application Package and the Application Instructions

Download the Application Package and Instructions - 2





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&NBSPSELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you MUST have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click <u>here</u> to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for Grants.gov Updates for the latest issues and news.
- Download Adobe Reader and PureEdge Viewer for free.
- Visit Help for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

	Opportunity Number	Competition ID	Competition Title	Agency	Instructions and Application
93.527	HRSA-11-021	4140	Affordable Care Act - Health Center Planning Grants	Health Resources & Services Administration	<u>download</u>

- •Read the instructions to insure that you have the correct Adobe Reader
- Click on download link in order to access the Application Package and the Application Instructions

Download the Application Package and Instructions - 3





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DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 93.527: Affordable Care Act (ACA) Grants for New and Expanded Services under the Health Center

Program

Opportunity Number: HRSA-11-021: Affordable Care Act - Health Center Planning Grants

Competition ID: 4140

Competition Title: Affordable Care Act - Health Center Planning Grants

Agency: Health Resources & Services Administration

Opening Date: 01/07/2011 **Closing Date:** 03/18/2011

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity is danged and republished on Grants.gov before its closing date.



Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save the files to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

- 1. Download Application Instructions
- 2. Download Application Package

- Enter your email address and click submit here if you wish to be notified of any changes to the funding opportunity (highly recommended)
- Right-click on "Download Application Instructions" and then Save As to your computer.
- •Repeat the same action with "Download **Application Package**



Navigating The Application Package

GRANTS.GOV	√ [∞]			Grant Application Package		
Opportunity Title: Affordable Care Act (ACA) Nurse Education, Practice, Qu						
Offering Agency:	Health Resources & Services Administration			This electronic grants application is intended to be used to apply for the specific Federal funding		
CFDA Number:	93.359			opportunity referenced here.		
CFDA Description:	Nurse Education, Practice and Retention Grants			If the Federal funding opportunity listed is not		
Opportunity Number: HRSA-11-041				the opportunity for which you want to apply,		
Competition ID:	4210			close this application package by clicking on the "Cancel" button at the top of this screen. You		
Opportunity Open Date:	12/06/2010			will then need to locate the correct Federal		
Opportunity Close Date:	e: 01/21/2011			funding opportunity, download its application and then apply.		
Agency Contact:	Janice B. Young, PhD, RN Lead Nurse Consultant, DN 301-443-6193 jyoung2@hrsa.gov					
	cademia, or other type of organization.		tting grant applicat	ions on behalf of a company, state, local or		
Mandatory Documents		Move Form to	Mandatory Docum	nents for Submission		
Attachments		Complete	Research & Rel			
HHS Checklist (08-2) Research & Related	=>	SF424 (R & R)				
Research & Related	Senior/Key Person Profile	Move Form to				
	Project/Performance Site Loc Construction Programs (SF-42	Delete				
ASSULANCES FOI NON	constituetion flograms (of 42)	<=				
				Open Form		
Optional Documents	Move Form to Submission List	Optional Docume	nts for Submission			
Disclosure of Lobby: R & R Subaward Budge						
	=>					
		Move Form to Delete				
		<=				

Check Package for Errors

Instructions



Enter a name for the application in the Application Filing Name field.

- This application can be completed in its entirety offline; however, you will need to login to the Grants.gov website during the submission process.
- You can save your application at any time by clicking the "Save" button at the top of your screen.
- The "Save & Submit" button will not be functional until all required data fields in the application are completed and you clicked on the "Check Package for Errors" button and confirmed all data required data fields are completed.

Open Form

Open and complete all of the documents listed in the "Mandatory Documents" box. Complete the SF-424 form first.

- It is recommended that the SF-424 form be the first form completed for the application package. Data entered on the SF-424 will populate data fields in other mandatory and optional forms and the user cannot enter data in these fields.
- The forms listed in the "Mandatory Documents" box and "Optional Documents" may be predefined forms, such as SF-424, forms where a document needs to be attached, such as the Project Narrative or a combination of both. "Mandatory Documents" are required for this application. "Optional Documents" can be used to provide additional support for this application or may be required for specific types of grant activity. Reference the application package instructions for more information regarding "Optional Documents".
- To open and complete a form, simply click on the form's name to select the item and then click on the => button. This will move the document to the appropriate "Documents for Submission" box and the form will be automatically added to your application package. To view the form, scroll down the screen or select the form name and click on the "Open Form" button to begin completing the required data fields. To remove a form/document from the "Documents for Submission" box, click the document name to select it, and then click the <= button. This will return the form/document to the "Mandatory Documents" or "Optional Documents" box.
- All documents listed in the "Mandatory Documents" box must be moved to the "Mandatory Documents for Submission" box. When you open a required form, the fields which must be completed are highlighted in yellow with a red border. Optional fields and completed fields are displayed in white. If you enter invalid or incomplete information in a field would be received as programment.



Click the "Save & Submit" button to submit your application to Grants.gov.

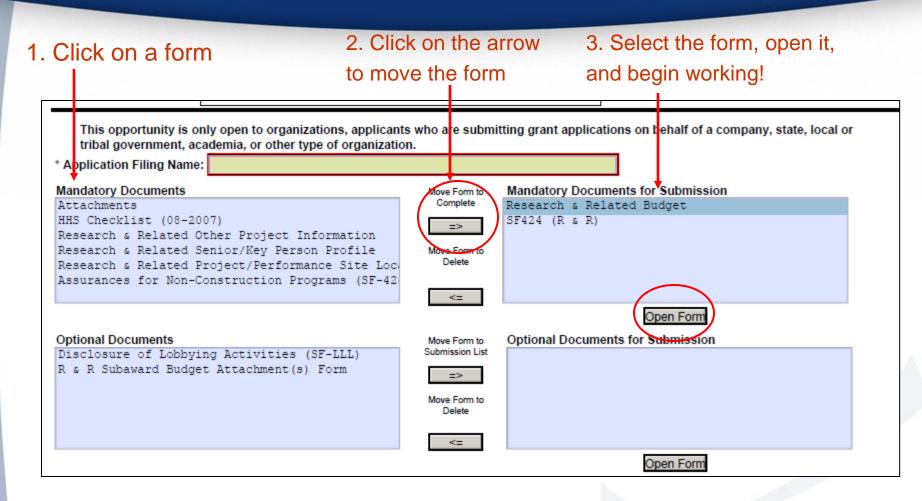
- Once you have properly completed all required documents and attached any required or optional documentation, save the completed application by clicking on the "Save" button.
- Click on the "Check Package for Errors" button to ensure that you have completed all required data fields. Correct any errors or if none are found, save the application
- The "Save & Submit" button will become active: click on the "Save & Submit" button to begin the application submission process.
- The "Save & Submit" button will become active; click on the "Save & Submit" button to begin the application submission process.
 You will be taken to the applicant login page to enter your Grants.gov username and password. Follow all onscreen instructions for submission.

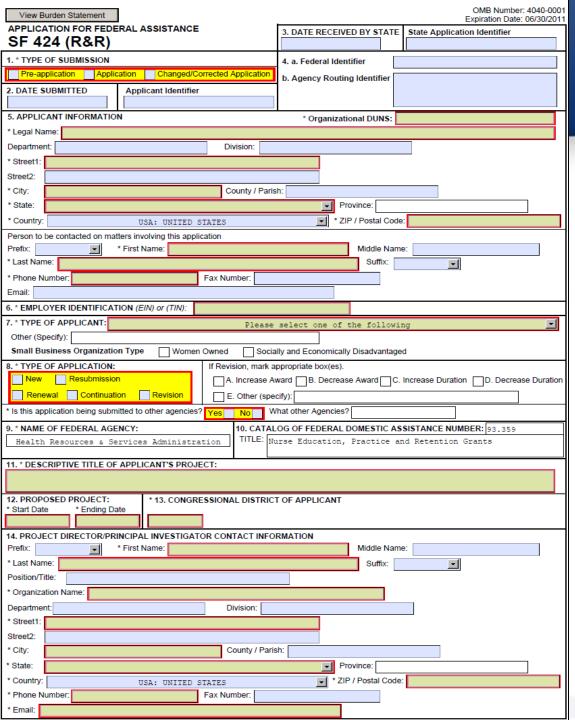


- The grant application is a PDF file composed of forms
 - Requires Adobe Reader which is a free download from Adobe.com
 - Can be saved to your computer
- The application home page has many components
 - Information on the funding opportunity
 - Closing date
 - Agency contact information
 - Forms to be filled out

Working on Forms





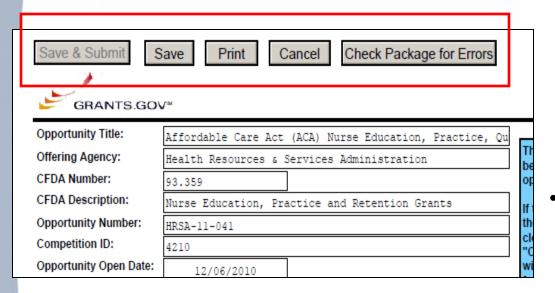




- Fields in yellow are mandatory and must be filled in.
- Error messages will pop-up if a mandatory field is not filled in.
- If a mandatory field is not filled in, then you will be unable to submit the application.

Save, Check, and Submit Your Application

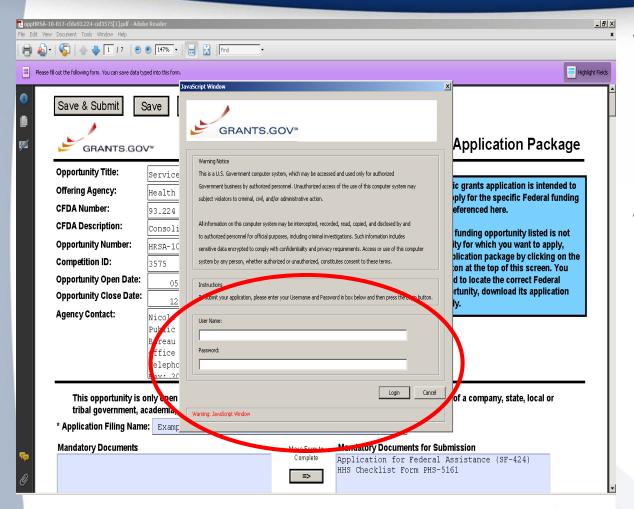




- Buttons at the top of the home page of the application allow you to:
 - Save
 - Check Package for Errors
 - Print your application
- Once your application is free of any of errors, the "Save & Submit" button will become activated.
- Make sure you are connected to the Internet when ready to submit.

Adobe Submission Screen

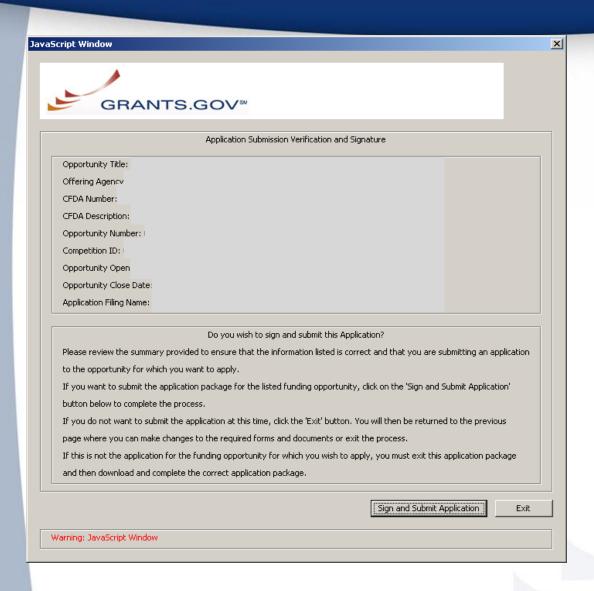




- Upon clicking Save & Submit, you will be prompted to enter your Grants.gov user name and password.
- If you are not authorized as an AOR for your organization, you will receive an error message and will be unable to submit your application.

Sign and Submit Screen

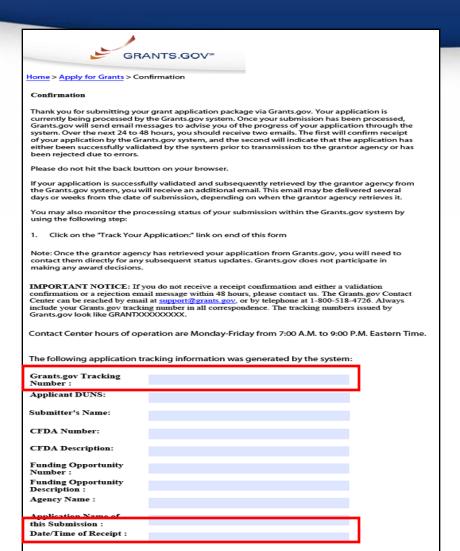




- You'll be prompted again to "Sign and Submit".
- This serves as the electronic signature for your application.

Receipt Confirmation





To check the status of your application please click below.

It is suggested you Save and/or Print this response for your records.

- A confirmation screen will have your Grants.gov Tracking Number
 - Use this number to track your application
- The date/time stamp serves as the official time of submission
- You will also receive emails indicating the status of your application

Confirmation Emails



1. Receipt Email

- Your application has been received by Grants.gov
- Grants.gov E-mail Verifying Receipt (with Track My Application URL)

2. Validation or Rejection Email

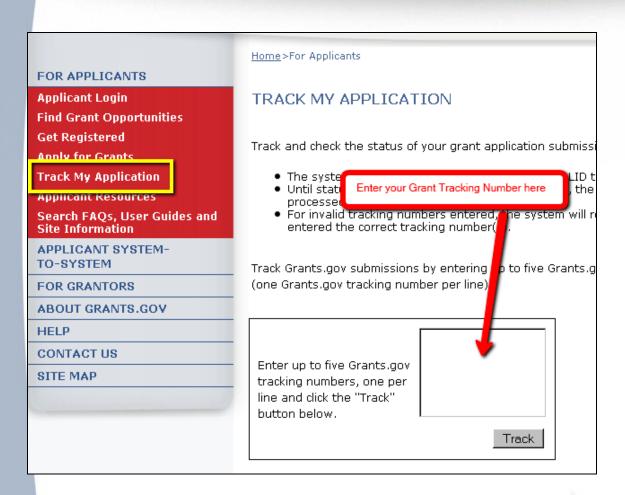
- Grants.gov E-mail Verifying Successful Submission
- OR Rejection Due to Errors with a description of issue

3. Transmission to Agency

The Agency has picked up your application from Grants.gov

Track My Application





- Track your application status by entering the Grant Tracking Number
- Status information:
 - Received
 - Validated or Rejected
 - Retrieved by Agency



Grant Proposal Tips

- Follow Grantor Instructions
- Include Sufficient Program and Budget Details
- Be Realistic

Grants.gov Application Tips

- Limit Application File Size/ File Name Characters (50 or less)
- Avoid Special Characters in File Names (\$, %, &, *, etc.)
- Use Correct DUNS Number
- Use Grants.gov Compatible Software
- Register and Submit Early

Grants.gov Support & Resources



Contact Center

- Support available 24/7
- Email: <u>support@grants.gov</u>
- Toll-Free Phone Number: 1-800-518-4726
- Self-help iPortal: (http://grants.gov/iportal)

Additional Resources

- http://grants.gov/applicants/app_help_reso.jsp
- Animated Tutorials
- Brochures (Overview/Registration)
- FAQs
- User Guides